

Minutes of the Board Meeting of the Tolbert Charter Academy School Board

Date: January 23, 2023

Time: 7:00 p.m. - Virtual ZOOM Online Meeting

Board members

Mark Tolbert, President | Blaine Clark, Treasurer | Linda Edgely, Secretary | TuJuania Scott, Board Member | Aldon Jones, Board Member | Troy Nash, Board Member | Trevor Hughes, Board Member

• Call to Order

The meeting was called to order at 7:04 p.m. by Bishop Mark Tolbert, Board President. Board members present at the meeting were:

- Bishop Mark Tolbert
- Linda Edgely
- TuJuania Scott
- Blaine Clark- in @ 7:24 pm
- Aldon Jones

Absent:

- Trevor Hughes
- Troy Nash

• Approval of Minutes of the Previous Meeting

A motion was made by Linda Edgely to accept the December 23, 2022 board meeting minutes. The motion was seconded by Aldon Jones.

Motion carried. Vote 4/0

• Approval of Bills

A motion was made by Linda Edgely to approve the monthly bills for payment. The motion was seconded by TuJuania Scott.

Motion carried. Vote 4/0

• Superintendent's Report- Dr. Mitchell (report emailed)

- Our new principal, Dr. Patricia Hayes, has hit the ground running. She is building relationships and during her time to share she will tell you what she is working and focusing on.
- On January 10, 2023, I attended the Legislative Focus Group, through the Cooperating School Districts of Greater Kansas City. We discussed bills and laws that are going before the Missouri Legislature. We also prepared for our visit to Jefferson City in February. Some of the discussion I am following is the state of Missouri (Conservative Wing) proclivity to dismiss and not think highly of charter schools. When I visit Jefferson City next month I will specifically be speaking to lawmakers from our district about the train of thought.

- This week, I will conduct check in meetings with our Instructional coaches. These meetings are for the purpose to discuss our current data and our progress based on the goals of our strategic plan. These meetings are all individual and each instructional coach will make predictions, based on right now (observation, data, development) where students may score if were taking the MAP right now. These meetings will take place monthly.
 - This week we will begin to deliver letters of intent to staff to get an early gage on who plans to return so that we can begin posting positions and begin work on building our master schedule.
 - Our calendar team will meet February 13, 2023 to discuss the calendar for next school year. We are looking at ways to include more professional development for staff in that calendar so that we can continue to improve instruction and grow our students academically.
- **Principal's Report (report emailed)**
 - I began my first week meeting all of the staff and visiting every classroom to establish relationships with the students, teachers, staff, Boy's & Girl's Club Coordinator and LINC Coordinator.
 - Re-incorporated morning announcements, daily greeting from Principal and daily recitation of Lee A Tolbert pledge over the school intercom system (the pledge will be also be shown on screen within the classrooms)
 - I met with the Instructional Coaches to reinforce the classroom teaching criteria we will be observing monthly, and created a Faculty Mapping Chart for Classroom Teachers, and an Educational Assistant Mapping Chart for the Instructional Support Team (Attachment 1 & 2).
 - I held my first Faculty Meeting with the teachers to introduce criteria to be met on the Staff Mapping Chart and determine their individual and group needs.
 - Created a Lee A Tolbert two-sided brochure (draft) to take to Recruitment fairs, student games, career fairs, etc. (Attachment 3)
 - Prepared a teacher Newsletter to be sent out to staff each week on Sunday evenings so teachers will have it first thing Monday morning (Attachment 4).
 - Created a Professional Improvement Plan – Instructional Staff (Attachment 5).
 - Established weekly meetings with the attendance team & one with the instructional coaches and created an Instructional Data Improvement Chart (Attachment 6).
 - **Items for Discussion**
 - Diversified U
 - Will be discussed later for the 2023-2024 school year.

Model Policy NEW update items

A motion was made by Linda Edgely to approve the updated items. The motion was seconded by Aldon Jones.

Motion carried. Vote 5/0

- **Action Items**

Approval of Missouri Charter Closure Policy (This does not indicate we are closing. It is a requirement for all charters to approve and acknowledge general understanding of policies)

A motion was made by Linda Edgely to approve the Missouri Charter Closure Policy. The motion was seconded by Aldon Jones.

Motion carried. Vote 5/0

- **Board Committee Reports**

Student Performance Committee- Dr. Donnie Mitchell - No report

Board Governance Committee- Dr. Donnie Mitchell - No Report

Dr. Hayes will develop the student performance and board governance committees/members by the next meeting.

- **Financial Report- Blaine Clark**

A motion was made by TuJuania Scott to accept and receive that financial report as presented.

The motion was seconded by Linda Edgely.

Motion carried. Vote 5/0

- **Reading Challenge**

A motion was made by Blaine Clark to approve the use of \$600 a month for the LATCA reading challenge. The funds will come from the Gala account. The motion was seconded by Linda Edgely.

Motion carried. Vote 5/0

- **Next Meeting Date & Location: February 20, 2023 (7:00 pm) ZoomOnline**

- **Adjournment**

Linda Edgely made the motion to adjourn the meeting. The motion was seconded by Aldon Jones. Motion carried. Vote 5/0. Meeting adjourned at 8:00 p.m.

Submitted by Ashley Walker, HR Assistant